To all members of
Hochschule für Künste Bremen

- via email –

March 25, 2020
UPDATE: On the implications of moving into emergency mode

Dear colleagues and dear students,

in accordance with Senator Dr. Claudia Schilling and as precautionary measure,
Hochschule für Künste Bremen has gone into emergency mode until and including April 19, 2020.

In this respect and in order to prevent any misunderstanding, I would like to emphasize the following.

The obligation to fulfill the functions and tasks of your position/work remains unaffected by this.

- The operation and management of HfK is, to the greatest extent possible, done by working remotely. Only key functions are executed at both campuses of HfK.
- Given the current circumstances, both the format and the amount of work that every single one of us can complete via mobile working varies. Please take this opportunity and time to, e.g., go through paperwork and red tape or manage your inbox. Use also options provided by IT to, e.g., schedule meetings and office hours through Microsoft Teams.
- As of now, we are operating under circumstances that amount to a combination of the previous condition, under which the public and public gatherings were barred from campuses, and a complete emergency mode, during which only systematically important (“vitally critical”) functions would be allowed to be conducted both at HfK as well as at the mobile workplace.

You are still obligated to notify the Hochschule für Künste Bremen, if you fulfill any of the following criteria:

- If you are traveling to or returning from regions that have been classified by the Robert Koch Institute as high-risk regions/countries or for which the Foreign Federal Office (Auszwärtiges Amt) has issued a travel warning.
- If you have stayed in a country or region that has been reported to have high infection rates.
- If you or someone in your personal, immediate circles has been diagnosed with coronavirus (COVID-19) or is suspected to might have been contracted the disease.
- In all cases, please contact: d3corona@hfk-bremen.de
All contracts regarding student assistants and teaching assignments (Lehraufträge) in the summer semester 2020 are to be completed and will remain in effect.

**Exams**

- Exams concerning the first Fine Arts diploma (Vordiplom), scheduled to take place on April 23, are postponed until the winter semester 2020/2021. Options of how to proceed with the final diploma exams (Diplomprüfung) and exams concerning the Meisterschüler*innen (Meisterschüler*innen-Prüfung) are currently reviewed and information in this will be forwarded as soon as possible. Please be ensured that there will be no negative repercussions for students affected by this decision.

- Both departments, Dezernat 1 of Student and Academic Services, the rectorate and the AStA are in continuous communication about how to conduct module-related exams and final exams.

  We are doing our utmost to assure that final exams can take place in the summer semester 2020. We are also aware that the closing of libraries, Werkstätten, studios, and facilities to rehearse have an impact both on the theory as well as on the practice part of your exams. Therefore, we are trying to come up with a standard and consistent solution for both sections (theory and practice). In addition, individual solutions will also be permitted.

- HfK’s online portal through which prospective students can apply for winter semester 2020 will remain online. Students applying to one of HfK’s study programs submit their applications exclusively online at this point. At the moment, we are working hard to ensure a safe and reliable solution in respect to all subsequent steps of the applications process concerning both departments. You will receive further information on this in due time.

Please distribute this announcement within your department and inform your colleagues and fellow students.

As you will receive the latest and updated information, in line with rapidly evolving developments, through your official HfK email account, I encourage you to check your official HfK emails regularly.

I sincerely thank everybody who helps to keep all operations running at HfK during this challenging time.

With kind regards

- digital version without signature -

Dr. Antje Stephan
Chancellor